



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

### Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.12	<b>Code of Ethical Conduct</b>	PAGE: 1 OF 2
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#### 100.12.01 Purpose

The purpose of this SOP is to establish broad behavioral guidelines under which all uniformed personnel are expected to conduct themselves while working for the Department. A code of ethics and professional conduct also declares and defines the moral obligations of all employees of the Charles County Department of Emergency Services.

#### 100.12.02 Definitions

1. Ethics is a general term for what is often described as the science of morality. It also encompasses philosophy, ethical behavior, moral duty, obligation, judgment, principles and values.
2. Conduct is the manner in which a person behaves, especially on a particular occasion or in a particular context.

#### 100.12.03 Ethical Conduct

1. Employees will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.
2. Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens. This is especially important as uniformed personnel have access to Knox Box keys, citizen homes and citizen possessions. Public trust must be maintained.
3. Employees will not discriminate because of race, color, religion, age, sex, handicap, political affiliation or national ancestry. In his/her job capacity, each employee is to work to prevent and eliminate such discrimination while providing services, assigning work schedules and in executing all personal actions.
4. Employees will not accept any personal gift, favor, service, money, or anything of value from the public that might reasonably tend to influence or might reasonably be inferred to influence the impartial discharge of duties.
5. Employees will at all times, when in contact with the public, be fair, courteous, respectful and impartial.
6. Employees will refrain from using their position for personal gain and will keep confidential all information not available to all citizens, but that is available to the employee by virtue of their position in the organization.
7. Employees will not drink any alcoholic beverage or take any drug that might incapacitate an individual while on duty.
8. Employees will, when in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the Department.



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9. Employees will be respectful and conscious of each fellow employee's safety and welfare.
10. Employees will recognize that they serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
11. Employees are never to harass, intimidate or threaten fellow employees of the service or the public and stop or report the actions of other employees who engage in such behavior.
12. Employees have the duty to responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass the organization or the public.

### **100.12.04 Medical Code of Ethics**

Professional status as an Emergency Medical Technician/Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society and other medical professionals.

1. The EMT/Paramedic is dedicated to conserve life, to alleviate suffering, to promote health, to do no harm and to encourage the quality and equal availability of emergency medical care.
2. The EMT/Paramedic provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color or status.
3. The EMT/Paramedic respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
4. The EMT/Paramedic maintains professional competency, demonstrates concern for competence of others, and assumes responsibility for individual professional actions and judgment.